

Comparisons of Job Characteristics

Focus Occupation: [Medical Secretaries \(43-6013\)](#)

Associated Occupation: [Office Clerks, General \(43-9061\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 93

Focus Occupation: Medical Secretaries (43-6013)

Associated Occupation: Office Clerks, General (43-9061)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Clerical	7.3	20.8	18.8	<	Expanded education and/or training may be required
Customer and Personal Service	11.3	14.7	18.2	>>	Current knowledge level is likely more than sufficient
English Language	11.2	11.9	9.6	<	Expanded education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 96

Focus Occupation: Medical Secretaries (43-6013)

Associated Occupation: Office Clerks, General (43-9061)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Active Listening	11.0	11.5	12.2	0	Current skill level may be sufficient
Reading Comprehension	10.7	11.5	10.2	<	A higher skill level may be required
Service Orientation	7.9	8.7	10.4	>	Skill level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 97

Focus Occupation: Medical Secretaries (43-6013)
Associated Occupation: Office Clerks, General (43-9061)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Speech Clarity	10.2	10.7	11.1	0	Current ability level may be sufficient
Speech Recognition	9.9	10.3	11.1	0	Current ability level may be sufficient
Written Expression	9.8	9.8	9.7	0	Current ability level may be sufficient
Number Facility	6.3	7.1	5.0	<<	Extensive improvement in abilities may be required
Mathematical Reasoning	6.3	6.7	5.1	<	Some improvement in abilities may be required
Memorization	5.6	5.8	4.7	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 95

Focus Occupation: Medical Secretaries (43-6013)
Associated Occupation: Office Clerks, General (43-9061)

Work Activities	Exclusivity of Activity
Compile data for financial reports	62
Complete patient insurance forms	92
Disburse checks to satisfy accounts payable	82
Distribute correspondence or mail	76
Ensure correct grammar, punctuation, or spelling	48
Enter time sheet information	82
Examine documents for completeness, accuracy, or conformance to standards	64
Fill out business or government forms	42
Fill out insurance forms	81
Fill out purchase requisitions	81
Greet customers, guests, visitors, or passengers	63
Maintain appointment calendar	78
Maintain inventory of office equipment or furniture	82
Maintain inventory of office forms	71
Maintain record of organization expenses	89
Maintain records, reports, or files	5
Maintain telephone logs	74
Maintain travel expense accounts	84
Obtain information from individuals	24
Prepare tax reports	80
Process account invoices	85
Process medical records	82
Provide customer service	14

Route multi-line telephone calls	85
Take dictation	87
Take messages	68
Transcribe spoken or written information	74
Type document from machine transcription	87
Type letters or correspondence	78
Use accounting or bookkeeping software	81
Use computers to enter, access or retrieve data	3
Use oral or written communication techniques	1
Use spreadsheet software	18
Use word processing or desktop publishing software	17

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 85

Focus Occupation: Medical Secretaries (43-6013)
Associated Occupation: Office Clerks, General (43-9061)

Tools and Technologies	Exclusivity
Business function specific software	1
Call management systems or accessories	19
Computer data input devices	2
Computer printers	2
Computers	1
Content authoring and editing software	1
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Personal communication devices	2
Typing machines and accessories	25

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.